WRITING & LEARNING PEER EDUCATOR

VOLUNTEER DESCRIPTION

POSITION TITLE: WRITING & LEARNING PEER EDUCATOR
DEPARTMENT: STUDENT LEARNING COMMONS
REPORTS TO: RUTH SILVERMAN, AMANDA GOLDRICK-JONES, CYNTHIA WRIGHT
START DATE: SEPTEMBER 2019
APPLICATION DUE: MARCH 3, 2019

POSITION OVERVIEW

Writing and Learning Peer Educators help fellow SFU students improve their writing, study, note-taking and time management strategies, primarily through one-on-one peer advising sessions. Being a W&L Peer is a great opportunity to learn more about how language works. You don't need to be a grammar expert; we'll give you the skills to help others with their writing!

This opportunity starts in the Fall term. Writing and Learning Peer Educators may be based at the Burnaby or Surrey Campuses, or both.

This program is a part of Peer Education, a collaboration with Student Engagement & Retention at SFU. Embedded within your role will be a focus on your personal development, including goal-setting and connecting with an experienced Peer Educator, your Peer Coach.

As a Writing and Learning Peer Educator, you will be involved in the following:

Essential Activities

• Provide one-to-one assistance to students for a variety of academic writing and/or learning issues.
• Provide on-the-job training to Peers who begin the program after you, if applicable.

Optional Activities

• Participate on panels to share academic success strategies with groups of students.
• Facilitate professional development seminars for other Writing and Learning Peers at the Tuesday night meetings.
• Research and develop resources with the guidance of Student Learning Commons staff members.
• Assist Student Learning Commons staff with programs and workshops.
• Assist with marketing and promotional activities for the Student Learning Commons and/or Peer Programs.

BENEFITS

Benefits of being a Writing and Learning Peer Educator:

• Develop career-related skills in preparation for employment or further education. These include skills in one-to-one client service, teaching, leadership, communication, self-management, and teamwork.
• Be part of a community of like-minded students and academic support professionals and gain access to a communal social/study space.
• Enhance personal growth, awareness of personal learning and writing strategies.
• Gain recognized tutoring credentials
• Through the College Reading and Learning Association, if you complete 25 (Level 1) or 50 (Level 2) consultation hours.
• For more information: International Tutor Training Program Certification
• Receive feedback on your performance, and letters of reference upon request and satisfactory performance.
• Connection to a community of Peer Educators (10 + programs from across all SFU campuses)
• Access to ongoing training and professional development opportunities
• Additional support with your personal and professional development goals from your Peer Coach
• Recognition on your Co-Curricular Record (CCR)
• Invitation to the Volunteer Appreciation event in March

TIME COMMITMENT

Peer Educators commit to volunteering for two (2) terms; however, these terms do not need to be consecutive if you are away for co-op or field school etc. This role requires approximately 60 to 72 hours for two terms. While the Fall term is required, peers can complete their second term in the subsequent Spring, Summer, or Fall terms if this works better for their schedule. Additional terms beyond the required two term commitment are available and encouraged.

Writing and Learning Peer Educators volunteer 5 hours per week, which are set at the same times each week in consultation with the Peer. The hours are distributed as follows:

• A 1-hour weekly meeting as described below
• 4 other weekly hours during which you meet with students for consultations.

MANDATORY TRAINING

ONLINE:
• Before the in-person training session, all Peer Educators are required to review and complete
  o Core Training modules in the Canvas training course (approximately 6 hours) - Available in August

IN-PERSON:
• Core Training (All Peer Education Programs)
  o September 4, 2019: 5:30 pm – 8:30 pm at Burnaby Campus (3 hours)
• Writing & Learning Specific Training
  o September 6 and 7 – (5-10 hours, split between Friday evening and Saturday)

PEER EDUCATION PROFESSIONAL DEVELOPMENT WORKSHOPS:
• Spring term 2020: TBA
REQUIRED MEETINGS

GROUP MEETINGS:
- Weekly meetings on Tuesday evenings, 6-7 PM, usually at the Burnaby Campus. The first meeting for Fall 2019 will be September 10.

END-OF-TERM DEBRIEF:
- One 30-minute end-of-term debrief with your Divisional Supervisor each term, at a mutually convenient time.

PEER COACH MEETINGS:
- 3 x 30-minute meetings (per term) with your Peer Coach, at mutually convenient times.
REQUIREMENTS

What we are looking for in our future Peers:

- A strong interest in writing and helping others develop their academic potential.
- A high level of commitment and reliability.
- A CGPA of at least 3.0.
- Well-developed academic writing and interpersonal communication skills.
- Sufficient post-secondary experience to enable you to provide meaningful assistance to others in their university studies.
- A second language is an asset
- At least 2 terms remaining in your studies at SFU (as of Fall term) and available to volunteer.
- 5 hours per week available, including Tuesday nights from 6-7 PM at the Burnaby Campus.
- Availability to attend all training and professional development sessions specified above.

APPLICATION INSTRUCTIONS

Please note that you need to submit the following three items with your application.

- Cover Letter
- Resume
- Completed Application Questions (click on the Attachment, at the bottom of the Opportunity Posting ("Application Information Download"), to download these questions)
- An unofficial transcript
- 2 Academic Writing Samples (papers in the English language that you have written for any post-secondary course).

You can upload these documents and create your Application Package in your myDocuments area in myInvolvement. Applications for this role are due by **March 3, 2019 at 11:59 pm**.

Interviews for this position will take place the week of March 11-15, 2019.

QUESTIONS?

If you have questions about the program, please contact Ruth Silverman or Amanda Goldrick-Jones (Writing & Learning Peer Divisional Supervisors – Burnaby): rsilverm@sfu.ca or agoldric@sfu.ca

If you have questions about using myInvolvement, please contact the Student Engagement Administrative team at myinvol-admin@sfu.ca